

**Information Network of Kansas  
Board Meeting  
June 5, 2008**

The June 5, 2008 meeting was held at the KDOT Office, 700 SW Harrison, 2<sup>nd</sup> Floor, Topeka, KS 66603. At 10:10 a.m. on behalf of Chairman Yunk, Vice-Chair Dunham called the meeting to order.

The following Board members and proxy were present: Amy Blankenbiller Tim Blevins, Cynthia Dunham, Duncan Friend, Denise Moore, Dennis Slimmer, Ron Thornburgh, and Joan Wagnon. Others present were: Jim Hollingsworth, INK Executive Director; Phil Elwood, INK General Counsel; Lisa Counts, Shane Myers, DiAnna Wages, Wayne Dirks, Michael Cook, and Brian Vandruff, Kansas Information Consortium (KIC); Dan Korber, Kansas, Inc.

Dunham requested Board input regarding the July 3, 2008 INK Board meeting. The Board's consensus was to have Hollingsworth tentatively schedule the next INK Board meeting on July 10, 2008 at 10:00 a.m.

At 10:12 a.m. Thornburgh joined the meeting.

**Approval of Minutes**

Dunham referred to the minutes of the May 1, 2008 meeting and requested corrections.

A motion was made by Blankenbiller to approve the May 1, 2008 minutes as written. Seconded by Slimmer. Motion carried.

**Executive Director Report**

Hollingsworth provided the Board with the Executive Director Report, requesting any questions or clarifications.

Blankenbiller requested clarification regarding notification during the INK Grant process. Hollingsworth noted the process was ongoing and usually announced by the Executive Director.

Slimmer requested clarification regarding the two new grant requests, from the Educational Communication Center (ECC) at Kansas University and the Traffic Records Coordinating Committee. Hollingsworth provided a brief overview of each request and noted the Grants Committee would review each proposal and provide a recommendation to the Board during the July 2008 meeting.

Blevins requested clarification regarding the Board of Tax Appeals (BOTA) Case Management System Grant end date. Hollingsworth noted a status report was due and he would recommend BOTA extend the project end date.

A motion was made by Slimmer to approve the Executive Director Report. Seconded by Blankenbiller. Motion carried.

**Network Manager Report**

Counts provided the Board with an overview of the Network Manager Report, requesting any questions or clarifications.

Counts noted the District Courts search tool had reached 80 counties, as five counties were added during May 2008.

Counts noted the mini-grant approved by the INK Board allowed Kansas.gov to train team members from the Kansas Juvenile Justice Authority (KSJJA) on the Content Management System on May 19, 2008.

Counts noted the Kansas Business Center (KBC) held agency interviews with the Kansas Department of Revenue (KDOR) and the Secretary of State (SOS) to assist in building the requirements for the redesigned site launching later this year.

Counts noted Creative Services and Marketing continued to keep content fresh and up-to-date on Kansas.gov as part of the site promotions strategy, with updates on May 12<sup>th</sup> and 26<sup>th</sup>.

Counts noted testing of the new project management software (DAPTIV) occurred during May 2008, with several internal training sessions and new Applications and Project Change requests entered into the tool.

Counts noted several Kansas.gov team members attended the annual NIC Development/Marketing Conference in Oklahoma City.

Counts noted there was 1 Service Request(s) for the Board to review from May 2008:

- **Service Request 386: Kansas Department of Health and Environment (KDHE)** requests INK assistance in collecting electronic fee-based transactions for nurse aide test applications.

Counts noted there were 9 new Contract(s) for the Board to review from May 2008:

- **Healthy Indoor Environments Coalition** requests INK assistance in providing an online payment portal service to collect electronic fee-based transactions.
- **Kansas Juvenile Justice Authority (KSJJA)** requests INK assistance for providing a Content Management System (CMS) for the creation of their Web site.
- **Kansas State Board of Examiners in Optometry (KSSBEO)** requests INK assistance in designing, building and maintaining the optometry license portal as a complete licensing system for KSSBEO and maintaining a payment portal to conduct electronic fee-based transactions.
- **Chautauqua, Harvey, Haskell, Jefferson, McPherson, and Sumner Counties** request INK assistance for providing online district court searches.

Slimmer requested clarification regarding maintenance with the KSJJA request. Counts noted the mini-grant provided training on the Content Management System, and any annual maintenance would be on their budget.

Blevins requested clarification regarding the KDHE Service Request and specific applications. Counts noted as part of the PCI Compliance process requirements, each application that has a KAN-Pay interface, in order for the application to process electronic payments, requires a Service Request to the INK Board and a Letter of Acceptance from the entity requesting the payment application interface is required by KIC before an application goes live.

Counts provided the Board with a handout specific to the KSSBEO Contract, summarizing the request.

A motion was made by Wagon to approve all Service Requests and Contracts between INK and the entities listed previously. Seconded by Thornburgh. Motion carried.

### **Treasurer's Report**

Thornburgh provided the Board with an overview of the INK Financials for the period ending April 30, 2008, requesting any questions or clarifications. Thornburgh noted figures were higher in general, compared to 2007.

Blankenbiller noted Commerce Bank references in the report should be modified to Core 1<sup>st</sup> Bank.

A motion was made by Slimmer to approve the INK Financials for the period ending April 30, 2008. Seconded by Blankenbiller. Motion carried.

Hollingsworth provided a handout summarizing various aspects of the financials across all branches of government. Discussion ensued regarding the handout.

#### **Executive Session – Executive Director Review**

At 10:45 a.m. Thornburgh moved that the open meeting of the Information Network of Kansas be recessed for a closed, executive meeting pursuant to Joint Rule 5 of the Joint Rules of the Senate and House of Representatives and subsection (b) (13) of KSA 2000 Supp. 75-4319, as amended by Section 2 of Chapter 190 of the 2001 Session Laws of Kansas, for the purpose of personnel matters of non-elected personnel. No binding action shall be taken during closed or executive recesses and that the Information Network of Kansas resume the open meeting in this room, 2nd Floor of the KDOT offices at 11:15 a.m., and that this motion, if adopted, be recorded in the minutes of the Information Network of Kansas and be maintained as a part of the permanent records of the Board. Seconded by Slimmer. Motion carried.

At 11:05 a.m. Blankenbiller left the meeting.

At 11:15 a.m. the INK Board came out of Executive Session.

The INK Executive Director was informed by Dunham of the intent of the INK Board to renew the Executive Directors Contract for one year. The Executive Director was directed to schedule and hold a meeting with the Executive Committee for the E.D. contract renewal before the next IBK Board meeting to finalize any details for the new E.D. contract.

#### **Executive Session – Consultation with Counsel regarding Portal Contract Discussion**

At 11:18 a.m. Wagon moved that the open meeting of the Information Network of Kansas be recessed for a closed, executive meeting pursuant to Joint Rule 5 of the Joint Rules of the Senate and House of Representatives and subsection (b) (13) of KSA 2000 Supp. 75-4319, as amended by Section 2 of Chapter 190 of the 2001 Session Laws of Kansas, for the purpose of discussing contract issues related to the attorney-client privilege. Dunham requested Hollingsworth and Elwood attend the Executive Session. No binding action shall be taken during closed or executive recesses and that the Information Network of Kansas resume the open meeting in this room, 2nd Floor of the KDOT offices at 11:55 a.m., and that this motion, if adopted, be recorded in the minutes of the Information Network of Kansas and be maintained as a part of the permanent records of the Board. Seconded by Thornburg. Motion carried.

At 11:55 a.m. the INK Board came out of Executive Session.

A motion was made by Thornburg to direct the INK Board Council to extend a contract renewal proposal to KIC consistent with the recommendation of the INK Council. Seconded by Slimmer. Motion carried.

#### **Other Business**

None

#### **Adjourn**

With no further business, at 12:00 a.m., Dunham requested a motion to adjourn the meeting. A motion was made by Thornburg to adjourn the meeting. Seconded by Slimmer. Motion carried.

Respectfully submitted



Joan Wagon  
Secretary